

PREVENTING BULLYING AND HARASSMENT

COURSE DURATION:	2 hours
COURSE LOCATION:	John Henry Institute – Suites 5&6, 68 Clarence St, Port Macquarie
COURSE COST:	\$80.00 per person

COURSE OVERVIEW:

Workplace bullying and harassment is an issue for all employees. It is verbal, physical, social or physiological abuse by an employer (or manager), another person or a group of people at work. It can happen in any type of workplace from offices to shops, cafes and restaurants, community groups and government organisations and can happen to volunteers, work experience students, apprentices and trainees, casual and permanent employees. Bullying can have a serious impact on the health of workers, leading to adverse effects on productivity and morale.

A critical part of providing a safe workplace is by the provision of appropriate anti-bullying, harassment and discrimination training for all employees, including supervisors and managers to better understand what bullying and harassment is and what their obligations are under legislation.

JHI's *Preventing Bullying and Harassment* course provides participants with practical information and advice on identifying bullying and harassment and taking the appropriate steps to make your workplace safer.

COURSE CONTENT:

- Identify and define workplace bullying and harassment and the legislation behind it.
- Recognise bullying and harassment behaviors.
- Identify behaviors that do not constitute bullying and harassment.
- Understand the effects of bullying and harassment.
- Respond to situations involving workplace bullying and harassment.
- Responsibilities of organisations and managers.
- Responsibilities of employees.

EMPLOYER RESPONSIBILITIES:

As an employer, you may be liable for the actions of employees if you have not taken reasonable steps to prevent bullying and harassment, or responded to any complaint. Reasonable actions can include acting on bullying and harassment issues, implementing policies and procedures and training programs for all staff.

COURSE LOCATION:

This course may be conducted in JHI's training facilities in the Port Macquarie CBD, or on-site at your premises upon request (for groups of 12 or more).

BOOKINGS:

Please email the team at John Henry Institute – info@jhi.edu.au to enrol in our next course, or to discuss your specific organisational requirements.